



STATE OF DELAWARE

Division of Development Disabilities Services Task Force

Meeting Minutes – October 9, 2019

1 Senator Stephanie L. Hansen, Co-Chair, called the meeting to order at 1:00 p.m. Those present
2 were Representative Kendra Johnson via telephone, Senator Anthony Delcollo, Marissa Catalon,
3 Deputy Director for the Division of Development Disabilities Service (DDDS), Laura Strmel,
4 Director of Employment Services at St. John's, Gary Cassedy, Vice-President of Programs with
5 Easter Seals, Bianca Allegro, Director of Delaware Mentor, Michele Mirabella, Director of
6 Residential Services for Chimes Delaware, Terri Hancharick, Chair of the Advisory Council for
7 DDDS, Vice-Chair of the State Council for Persons with Disabilities, John McNeal, designee for
8 Kyle Hodges, Policy Director for the State Council for Persons with Disabilities, Roy LaFontaine
9 III, Retired DDDS employee, Gary Heckert, designee for Rita M. Landgraf, University of
10 Delaware and former Cabinet Secretary for Department of Health and Social Services, and
11 Representative Kevin S. Hensley. Albert Anderson, Jr. and Allan R. Zaback was not present. A
12 quorum was met.

13 A motion was made to accept the minutes by Senator Delcollo and seconded by Gary Cassedy. All
14 in favor, no opposed, with Albert Anderson, Jr., Representative Kendra Johnson, and Allan R.
15 Zaback absent, the motion carried.

16 Co-Chair Hansen asked for any updates regarding the subcommittees. Staff provided a list of those
17 who volunteered to serve on each subcommittee as well as a list of reminders and best practices.
18 It was reiterated that public meeting law requires at least 7 days' notice of a meeting, which is
19 applicable to all subcommittee meetings. Agendas, however, can be changed up to 6 hours prior.
20 Staff asked that any additional volunteers interested in serving on subcommittees make contact as
21 soon as possible given that the subcommittees have begun scheduling meeting dates. It was
22 reviewed that when discussing or commenting on potentially sensitive information, like job
23 performances and salaries, subcommittee members should be aware that all meetings are public
24 and being recorded. Holly Vaughn Wagner, Legislative Attorney, commented that should
25 potentially sensitive information need to be discussed, the subcommittee could enter into an
26 executive session closed to the public for the purpose of discussing personnel matters in which the
27 names, competency, and abilities of an individual employee is discussed. However, no votes could
28 take place during an executive session and the subcommittee would need to return to a public
29 session afterwards. Holly Vaughn Wagner stated that executive session should be used on rare
30 occasions and she would create a short guide with meeting requirements and executive session
31 information for the next meeting.

Staff also suggested it may be helpful for each subcommittee to designate a secretary, who would be responsible for keeping attendance and taking notes on the topics discussed. In the event a staff member is unable to attend a subcommittee meeting, the secretary's notes could be used to draft minutes.

Co-Chair Hansen asked for an update from the Structure/Leadership Subcommittee that was held on October 8, 2019. Lisa Green of the Salvation Army, who attended the subcommittee meeting, commented that much of the meeting was spent discussing the data that the subcommittee would request from the Division. Allan Zaback, Chair of the Structure/Leadership Subcommittee, would be submitting that request on October 11, 2019 with the hopes that some data would be available by the subcommittee's next meeting on November 5, 2019.

The Prevailing Service Delivery Issues subcommittee scheduled a meeting for October 11, 2019 at the Chimes Main Office in Newark. The Direct Support Professionals subcommittee scheduled a meeting for October 18, 2019 at Elwyn Delaware in Wilmington. The Substantiated Incidents subcommittee scheduled a meeting for October 23, 2019 at Legislative Hall. The Regulations subcommittee is looking to schedule its first meeting in November.

The meeting adjourned at 2:15pm.

Respectfully prepared by:

Amanda McAtee and Mark Brainard, Jr., JLOSC Analysts, Joint Legislative Oversight and Sunset Committee.

Access to the audio recording of this proceeding is available upon request.